

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Xero Customer Support

[Company Address]
[City, State, Zip Code]

Dear Xero Customer Support,

Subject: Cancellation of Xero Services

I am writing to formally request the cancellation of my Xero services, effective immediately. My account details are as follows:

- Account Name: [Your Account Name]
- Email associated with the account: [Your Email Address]
- Account Number: [Your Account Number]

Please confirm the cancellation of my account and ensure that no further charges are applied.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]